

CCH#11

Circular Letter No. 53.

November 29, 1912.

To Supervising Principals.

Gentlemen:--

Circular Letter No. 52 under date of November 25, gives you a summary of the visits made by Supervising Principals during the second school month. It is sent for comparison with those recorded for the first school month district for district.

While Supervising Principals are not required to visit every teacher in the district each school month, still we believe there are few teachers that cannot be benefited by a monthly visit from the Supervising Official. On the other hand a teacher who is inexperienced or doing unsatisfactory work, or both, should be given the benefit of your experience and help more than once a month if possible.

I believe the following suggestions will be helpful to you in your visiting:

Program: The allotment of time to the various subjects taught in a school day is important, and the program of the school should be made by the teacher and O. K'd by the Supervising Principal. It should be typewritten and posted in a conspicuous place, preferably near the teacher's desk, and should bear the signature of the teacher and the Supervising Principal, and it should not be changed by the

teacher except under orders, and then the revised program should be O. K.'d by the Supervising Principal.

Criticisms and Suggestions: A visit from a Supervising official should be something to be anticipated with pleasure by the teacher and pupils rather than a dreaded inspection. The teacher should be made to feel that you are there to help her. The improvement of methods for getting results should be strongly emphasized. The advancement or progress being made by the pupils should be studied, and it is often well for the Supervisor to take a class or two for better knowledge as to the effectiveness of the teaching. A teacher may have good basic training for her work as a teacher, and yet not be teaching children. Inquiry should be made regarding the backward children during the year, rather than waiting till the end of the year when it is too late. Very often the teacher does too much of the work that the children should do. Frequently the bright children do most of the reciting to the neglect of the dull ones. These things which effect results should be carefully studied by the Supervising Principal. It is an important part of Supervision.

A written criticism or suggestion of a constructive rather than a destructive character should be left with the teacher at each visit. These criticisms should be kept on file by the office of the Supervising Principal.

The Department recommends the following form for giving suggestions and criticisms: Each teacher is provided with a composition book labeled "Supervision-for S. P. only-to be kept on the desk". By using a piece of carbon paper and tearing out the sheets of the criticism pads as needed, a copy can be left in the composition book of the teacher and the original retained for the files of the Supervising Principal. In this way the criticism are always on file for the convenience of the supervising officials when needed.

Reports Cards: These report cards should invariably be made out and presented to the pupils at the end of each six weeks, signed by the parent or guardian, and returned promptly to the teacher. They should then be kept on file for the inspection of supervising officials. It is important that these cards be thoughtfully and carefully made out, and that the cards be delivered to the pupils at the end of the year to be retained by them. This is especially important in regard to pupils enrolled in the 8th grade, since applicants for high school scholarships are required to present their monthly report cards in order to have their names considered for appointment.

Very truly yours,

adlr

Commissioner of Education